



## ADMINISTRATIVE INSTRUCTION

**SUBJECT: Community-Based Organization HEPA  
Vacuum Loan Policy and Procedure**

**Series: 3400**

**No.: 001**

**REVISED:**

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### **I. PURPOSE AND OBJECTIVES**

#### **A. Purpose.**

This Administrative Instruction (AI) describes the policies and procedures for the High Energy Particulate Air ("HEPA") filter Vacuum Loan Program ("Loan Program") administered by local Community-Based Organizations ("CBO"), which are subgrantees of Lead Safe Washington (LSW). The purpose of the Loan Program is to allow members of the community living in pre-1978 housing with lead-based paint hazards to borrow the HEPA-vacuum to perform interim controls by removing lead chips and dust from their homes in a safe and effective manner. LSW has delegated to CBOs the duty and authority to establish and maintain the Loan Program at each CBO Resource Center.

#### **B. Authority.**

This AI incorporates the requirements of the Lead Safe Housing Act 24 CFR Part 35; the District of Columbia Lead-Based Paint Poisoning Prevention Act of 1983, 14 DCMR §§ 707.3-707.19, as amended, the District of Columbia Housing Code, the Lead Safe Washington Grant Agreements between the D.C. Department of Housing and Community Development (DHCD) and the U.S. Department of Housing and Urban Development (HUD), federal grant requirements, and other provisions of law. LSW assists in the identification and control of lead-based paint hazards in eligible privately owned housing for rent, owner-occupant housing, and multi-family dwellings through two grants from the U. S. Department of Housing and Urban Development (HUD). Both grants require that LSW provide education and outreach to low income homeowners and renters to clean lead hazards on surfaces in their homes.

The Loan Program is consistent with Section 1011 of the Residential Lead-Based Paint Hazard Reduction Act of 1992 (Title X of the Housing and Community Development Act of 1974), which requires reduction of lead hazards in housing



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units in targeted low income areas, promotion of lead safety, and increased awareness of lead hazards.

## II. POLICY

### A. Statement

Establishment of a HEPA Vacuum Loan Program in each targeted community is a key service, as set forth in the LSW Work Plan. The HEPA vacuums shall be made available for use by income eligible real estate owners and tenants of pre-1978 housing to remove lead particulate from their properties. Each CBO shall be provided two (2) or more HEP vacuums to loan. CBOs are charged with the following responsibilities:

- (a) Provide for HEPA vacuum security by appropriate and secure storage methods;
- (b) Educate HEPA vacuum borrowers as to the vacuum's appropriate use;
- (c) Maintain a Loan Agreement Registration List for all HEPA vacuum borrowers;
- (d) Assure safe and secure HEPA vacuum transportation off-site;
- (e) Maintain adequate trained staff to oversee and implement the Loan Program;
- (f) Maintain adequate liability insurance in case of loss or damage to the HEPA Vacuum and equipment; and
- (g) Additional duties deemed *necessary and proper by LSW*.

### B. Definitions

The term "Community Based Organization" (CBO) refers to D.C. Department of Housing and Community Development (DHCD) subgrantees that are charged with the responsibility of establishing and maintaining a HEPA Vacuum Loan Program at the CBO Resource Center as agreed in the subgrant between the CBO and DHCD.

The term "Loan Program Participant" or "Borrower" applies to the entire household for which the HEPA vacuum is loaned. The Loan Program will treat the head of



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household as the Loan Program Participant and all agreements and obligations will be solely between DHCD and the head of household.

The term "Interim Controls" means a set of measures designed to temporarily reduce human exposure or likely exposure to lead-based paint hazards. Interim controls include, but are not limited to, repairs, painting, paint film stabilization, temporary containment, specialized cleaning, clearance, ongoing lead-based paint maintenance activities, and the establishment and operation of management and resident education programs.

### C. HEPA Vacuum Security

**Storage**—While on CBO Resource Center premises, the HEPA vacuums must be stored in locked areas with limited access by CBO staff or the public. Payment for damage or theft of HEPA vacuums while in CBO custody is assessed against the CBO.

**Registration List**—It is the responsibility of the CBO to assure that HEPA vacuum borrowers sign a Registration List. The registration List shall be maintained by the CBO for a period of three years. Copies of the Registration List shall be forwarded monthly to the LSW Program Manager.

### D. CBO Staff Requirements

**General**—CBOs shall appoint at least two (2) staff members to oversee the Loan Program. Names of the responsible CBO staff members must be transmitted monthly to the LSW Program Manager or within three (3) days of any staffing change.

**Training**—Each appointed CBO staff member shall be trained in the use of the HEPA vacuum, the Loan Program requirements, and policy and procedures set forth herein. CBO staff members shall receive quarterly training from the LSW Program Manager or his/her designee. Responsible staff shall be available to attend this training.

**Staff Duties**—Each appointed CBO staff member shall

- (a) Assure secure storage of HEPA vacuum on-site
- (b) Obtain appropriate identification from the HEPA vacuum borrower
- (c) Train each borrower in the appropriate use of the HEPA vacuum
- (d) Provide written information to the borrowers regarding HEPA vacuum care



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- (e) Ensure that the Loan Agreement is properly prepared, safely filed, and retained
- (f) Determine HEPA vacuum transportation arrangements off-site and where necessary, provide reimbursement to borrower for reasonable taxicab transportation
- (g) Assure that the HEPA vacuum and all of its parts/accessories are returned appropriately
- (h) Change the vacuum bag after each return and safely dispose of the vacuum bag
- (i) Maintain adequate liability insurance in case of loss or damage to the HEPA Vacuum and equipment
- (j) Additional duties deemed necessary and proper by LSW.

### E. HEPA Vacuum Transportation

Loaned HEPA vacuums may not be transported on public transportation. Borrowers who live more than two (2) city blocks from the CBO Resource Center are eligible for reimbursement of reasonable taxicab fare to and from their homes upon proper tender of a taxicab fare receipt for amounts not to exceed a total of twenty dollars (\$20.00).

### III. ATTACHMENTS

HEPA Loan Agreement  
HEPA Vacuum Transportation Certification Form  
Handout—Proper HEPA Vacuum Use Guidelines

**Approvals:**

  
\_\_\_\_\_  
Originating Office

8/5/05  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Office of Program Monitoring

8/4/05  
\_\_\_\_\_  
Date



Government of the  
District of Columbia

Department of Housing and  
Community Development

Administrative Issuance  
Date: April 25, 2005

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Office of the Attorney General

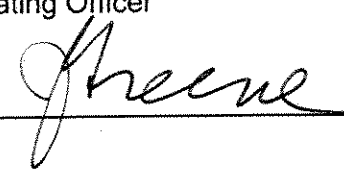
Aug 8, 2005  
Date

  
Chief of Staff

August 4, 2005  
Date

  
Chief Operating Officer

August 10, 2005  
Date

  
Director

August 19, 2005  
Date



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Attachment 1

### Lead Safe Washington Community-Based Organization HEPA Vacuum Loan Agreement

[Note--This Agreement shall be completed by the Community Based Organization (CBO) Staff Member and the HEPA vacuum borrower prior to the HEPA vacuum loan. Upon return of the HEPA vacuum to the CBO Resource Center, the CBO staff member shall complete the HEPA vacuum checklist, receive and properly store the returned vacuum, and file the completed agreement form.]

Name: \_\_\_\_\_ Head of Household: Yes ☐ No ☐

Address: \_\_\_\_\_, Washington D.C., Zip Code \_\_\_\_\_

Telephone number: \_\_\_\_\_ Cell Phone number  
\_\_\_\_\_

Identification Type: Driver's License ☐ Passport ☐ Other: \_\_\_\_\_

Identification Number: \_\_\_\_\_ Homeowner ☐ Tenant ☐

CBO Staff Name	HEPA Vacuum Number	Loan Date/Time	Return Date/Time

HEPA Vacuum Borrower \_\_\_\_\_, acknowledges the temporary loan and receipt of the HEPA vacuum, attachments and accessories to make his/her home lead safe. Borrower agrees to follow the directions for the appropriate use, transportation, and return of the equipment within \_\_\_\_\_ days of loan to the CBO Resource Center.

Borrower Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CBO Signature (for LSW): \_\_\_\_\_ Date: \_\_\_\_\_

HEPA Vacuum Equipment Checklist	Initial Receipt		Initial Return	
	CBO	Borrower	CBO	Borrower
HEPA Vacuum				
Floor Nozzle				
Small combination Nozzle (Brush)				
Crevice Nozzle				
Telescopic Extension Tubes (2)				
Wand (Hose)				
Bag Clip				



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### ATTACHMENT II

#### Lead Safe Washington Community-Based Organization HEPA Vacuum Loan Transportation Reimbursement Certification

- ☐ The HEPA vacuum borrower is permitted to receive reimbursement for HEPA vacuum transportation for the following reason(s):
- ☐ The borrower lives more than \_\_\_\_ city blocks from the Community Based Organization (CBO) Resource Center
- ☐ Borrower does not own or have access to transportation approved for HEPA vacuum transportation
- ☐ Borrower provided taxicab receipt(s) in an amount not exceeding \$\_\_\_\_\_.

The borrower certifies that the information provided to the CBO representative to obtain transportation reimbursement is true and accurate as evidenced by the signature below.

HEPA Vacuum Borrower Signature:

\_\_\_\_\_

Date: \_\_\_\_\_

CBO Representative Signature:

\_\_\_\_\_

Date: \_\_\_\_\_



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### ATTACHMENT III

#### **Lead Safe Washington Informational Guidelines for Proper HEPA Vacuum Use**

[Note—These guidelines are provided to each HEPA vacuum borrower. CBO representatives shall review this document with each borrower prior to the loan and answer any questions that the borrower may have concerning the HEPA vacuum or its use.]

#### **What is a HEPA Vacuum?**

“HEPA” stands for High Efficiency Particulate Air (HEPA) filter, which traps very, very fine dust particles that are too small to see. This filter prevents small particles of lead from being blown throughout the room. HEPA vacuums are used to effectively control lead dust hazards. Lead dust control should involve a thorough cleaning of all horizontal surfaces, such as interior window sills, window troughs, floors, and stairs, but excluding ceilings.

#### **How do I use a HEPA Vacuum?**

First, use the HEPA vacuum; followed by wet washing with a soapy detergent and rinsing with fresh water; then after surfaces have dried, use the HEPA vacuum a final time. A note about wet washing — make a soapy solution using a small amount of soap; use a disposable paper towel to dip into the soapy solution and wipe the surface clean; throw away the towel and start again with a new one until the whole area is clean; follow up with a new paper towel wet with fresh water and wipe the surface again to get the soap residue and any remaining dust off of the surface. Use this three-step process to clean one room in the house at a time before moving on to another. Follow up with a regular cleaning schedule using the HEPA vacuum.

If the whole house is being HEPA vacuumed for the first time, start in the room farthest from the main entrance/exit door so that dirt is not tracked into areas that have already been HEPA cleaned. Vacuum room to room working toward the main exit door and finish there. If only one room is being HEPA vacuumed, work from the farthest area from the door and finish at the doorway.

In each room, begin HEPA vacuuming at the top of each room (ceiling, walls, and top shelves) and work down to the floor. Do every inch of the windows, especially in the window trough or well where the moveable part of the window rests when it is closed. Use the special attachments to clean hard-to-reach areas. The needle-nosed tool should be used to clean baseboards and cracks in the floor boards. Brush attachments should be used for walls and woodwork. Move the HEPA vacuum slowly and carefully over surfaces so it can pick up all of the lead dust.